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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS

**SUMMONS IN A CIVIL CASE**

CASE NUMBER:

V.

ASSIGNED JUDGE:

DESIGNATED  
MAGISTRATE JUDGE:

TO: (Name and address of Defendant)

**YOU ARE HEREBY SUMMONED** and required to serve upon PLAINTIFF'S ATTORNEY (name and address)

an answer to the complaint which is herewith served upon you, within \_\_\_\_\_ days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. You must also file your answer with the Clerk of this Court within a reasonable period of time after service.

**NOTE: When the print dialogue  
box appears, be sure to uncheck  
the Annotations option.**

MICHAEL W. DOBBINS, CLERK

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(By) DEPUTY CLERK

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DATE

Service of the Summons and complaint was made by me<sup>(1)</sup>

DATE \_\_\_\_\_

TITLE

**G** Served personally upon the defendant. Place where served:

Name of person with whom the summons and complaint were left:

**G** Returned unexecuted:

**G** Other (specify):

## TRAVEL

SERVICES

TOTAL

Executed on

Date \_\_\_\_\_

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*Signature of Server*

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*Address of Server*

(1) As to who may serve a summons see Rule 4 of the Federal Rules of Civil Procedure.